

Carmel Valley Recreation and Park District

REGULAR MEETING OF THE BOARD OF DIRECTORS

January 8, 2020 @ 6:30 p.m.

Park District Office (Activity House), 29 Ford Road, Carmel Valley, CA

Minutes

1. CALL TO ORDER: The Meeting was called to Order at 6:30PM.

2. ROLL CALL & QUORUM: Karolyn Stone, Joe Hertlein, Steve Goodman, Mike Thatcher, and Bill Buffalo are present. District Counsel Les Girard is present.

3. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS: None

5. CONSENT AGENDA:

a) FINANCIALS: Balance \$61,377.08

b) ACCOUNTS PAYABLE – January 2020

(1)	Aqua Flow Landscape	\$2,940.00	(December 2019)
	Janitorial Service	\$ 985.00	(December 2019)
	Maintenance Material	\$ 86.85	(Faucet, W.Restrm)
(2)	Cal Am	\$ 334.80	
(3)	Carmel Marina Corp.	\$ 339.00	
(4)	PG&E	\$ 270.32	
(5)	MJ Murphy's	\$	65.73
(6)	Martins' Irrigation	\$ 119.60	
(7)	AT&T Universe	\$ 139.02	
(8)	Gates Tree Service	\$2,600.00	
(9)	McGilloway, Ray Brown, Kaufman, CPAs	\$1,400.00	(2015Fin'l. Review)

c) MINUTES

(1) December 11, 2019 - Special Board of Directors

Upon Motion made by Member Hertlein and seconded by Member Goodman to approve the January 8, 2020 Consent Agenda, and the Minutes of the Regular Meeting of December 11, 2019 were approved by unanimous vote of all the members of the Board.

6. PUBLIC HEARINGS: None

7. NEW BUSINESS:

a) Kiwanis Barn: Member Thatcher reported on a break-in of the Barn and steps to be taken to increase security. Kiwanis is beginning to think about a larger barn, but no specific plans at this time. Member Hertlein reported items from the Scout storage shed were strewn about the area and he will check with a Scout leader on the matter.

b) Roof Leakages: At least two leaks from the Activity House roof are reported. Member Thatcher will investigate the source on Saturday and advise what action is taken to remedy the leaks.

c) Status of Auditor-Controller Financial Reviews: President Stone reported that she is working with the Monterey County Controller to insure District Financial reporting compliance. Her research found BOS

Resolution 13-013, which the Auditor-Controller's office did have which approved the District moving to Annual Financial Review status from the requirement of an Annual Audit.

d) Discussion of District Administration: District Counsel Girard discussed the District's current Administrative Rules and the need to update them. Upon Motion of Member Goodman and Seconded by Member Hertlein the Board approved District Counsel working with President Stone will draft revisions to the District's Administrative Rules for the Board's consideration. The Motion was passed by unanimous vote of all the board. Counsel Girard also offered to provide Brown Act and Political reform Act training for the Board, tentatively at the Regular Meeting in March.

8. ACTION ITEMS:

- a) West Restrooms: Accept Bids and Plan Start of Work: Member Thatcher will obtain new bids for painting. The Members reached a consensus to reconsider extending the work to the West Ladies restrooms, purchasing and installing stainless partitions, and to price the work with full ADA compliance. Member Hertlein advises that the walkway to the West restrooms needs to be widened for ADA compliance and he will investigate the cost of such widening. No further action was taken.
- b) 2020 Calendar of Regular Meetings: Upon Motion made by Member Hertlein and Seconded by Member Goodman, the Board approved, by unanimous vote of all the Members, the second Wednesday of each month at 6:30PM as the dates and time for Regular Meetings for calendar year 2020. Notice of meetings will be posted on the East and West Kiosks and when it is operational, the District's web site.
- c) FY Ending 2015 Financial Review: President Stone reported on the draft Financial review for 2015. Upon Motion made by Member Hertlein and Seconded by Member Thatcher, the Board approved the Financial Review for 2015 by unanimous vote of all Members.
- d) 2016-2017 Financial Reviews Engagement Letter: Upon Motion made by Member Hertlein and Seconded by Member Thatcher, the Board approved the engagement of MRBK, CPAs to prepare the District's Financial Review for 2016 and 2017 by unanimous vote of all Members.
- e) SB929 District Web Site: Upon Motion made by Member Hertlein and Seconded by President Stone, the Board approved Member Hertlein negotiating an agreement with Streamline to develop, implement and manage a fully compliant web site for the District with the authority not to exceed \$50.00/month and incidental expenses not to exceed \$100.00 by unanimous vote of all Members.

9. OTHER OLD BUISNESS:

- a) Removal of Pine Trees by Ford Road: The work is complete. Remove from Agenda.
- b) Review and Update of Prop 68: Nothing new to report.
- c) CVCYC – Mutual Indemnity of People Traversing Properties: The Board received advice from its counsel.
- d) Park Signage: This item along with 9(e) will be addressed along with the revision of the District's Administrative Rules
- e) Park Rules: See above.
- f) Park Projects for 2019-2020: Nothing to report.
- g) Undergrounding Electrical: Member Hertlein will seek bids for this work in sections, (Gazebo, flagpole, gravel parking lot (north and south ends), and along the Village Green fence line.
- h) West End of Park by the Parking Lot – Landscape Plan Design: At this initial phase President Stone asked each member to contribute ideas which included plaque, fenced area, arbor, sectional bench, etc. Member Hertlein will provide a drawing.
- i) Lease Arrangement with Carmel Valley History Center: Nothing to report.

10. IDENTIFICATION OF CLOSED SESSION ITEM

- a) Pursuant to Government Code section 54956.8 the Board will meet in closed session to discuss a potential lot line adjustment:

Property: Portion of property including the Carmel Valley Community Youth Center's playground and the District's stage area.

Agency negotiator: William Buffalo and Joe Hertlein

Negotiating parties: Carmel Valley Community Youth Center

Under negotiation: Terms

- b) Pursuant to Government Code section 54956.8 the Board will meet in closed session to discuss gravel parking lot:

Property: Portion of east gravel parking lot

Agency negotiator: TBD

Negotiating parties: UTS

- 11. PUBLIC COMMENT ON CLOSED SESSION ITEM: none.
- 12. ADJOURN TO CLOSED SESSION: The Board adjourned to Closed Session at 6:55PM. The Board returned to open session at 7:33PM.
- 13. REPORT ON RETURN FROM CLOSED SESSION: There was no reportable action from the Closed Session.
- 14. OPERATIONS REPORT:
 - a) Repair or Replace Light Over Office Door: This repair has been completed. Remove from Agenda.
 - b) Repair of Post on Dumpster: We are still attempting to source a suitable post for the repair.
- 15. INFORMATIONAL REPORTS: the Board discussed the need to replace \$6,900.00 in revenue lost from the departure of the Farmers Market.
- 16. WRITTEN COMMUNICATIONS: The Board received written communication from Paul Ingram advising the District that he is longer able to volunteer his time helping the District with its check requests to the County and District deposits. Paul asks the District to consider engaging him as a contractor to continue his efforts on a paid basis. The Board will consider the matter.
- 17. ADJOURNMENT: The Meeting was adjourned at 9:10 PM.
- 18. NEXT PUBLIC HEARING & REGULAR MEETING: February 12, 2020

Respectfully submitted,

William L. Buffalo,
Secretary